



***CITY OF MIAMI SPRINGS***  
***Human Resources Department***

***NOTICE OF EMPLOYMENT***

***ACCOUNTING MANAGER***  
***Salary Range: \$45,236 - \$67,086 DOQ***

Duties: Maintains the City's fixed asset accounting system; supervises the day to day accounting functions; assists in the year end closing and audit; prepares reports as required by State and Federal guidelines; performs other accounting duties as needed.

Exempt position - Reports directly to the Finance Director.

**GENERAL REQUIREMENTS:**

- MUST POSSESS AN ACCOUNTING DEGREE
- MINIMUM FIVE (5) YEARS EXPERIENCE IN ACCOUNTING, INCLUDING FIXED ASSETS
- GOVERNMENTAL ACCOUNTING EXPERIENCE A PLUS
- EXCELLENT COMPUTER SKILLS
- EXCELLENT ORAL AND WRITTEN COMMUNICATION SKILLS REQUIRED

**AT TIME OF APPLICATION, ALL CANDIDATES MUST SUBMIT THEIR ORIGINAL SOCIAL SECURITY CARD, DRIVER'S LICENSE AND ACCOUNTING DEGREE DIPLOMA. VETERANS PREFERENCE WILL BE GIVEN IN ACCORDANCE WITH CHAPTER 22VP-1 OF THE FLORIDA ADMINISTRATIVE CODE, IF DD214 IS PRESENTED AT THE TIME OF APPLICATION.**

PRIOR TO EMPLOYMENT, CANDIDATES WILL BE REQUIRED TO QUALIFY ON AN ORAL INTERVIEW, EXTENSIVE BACKGROUND CHECK AND COMPREHENSIVE MEDICAL EXAMINATION TO INCLUDE DRUG SCREENING.

**APPLICANTS MUST SUBMIT RESUMES TO: CITY OF MIAMI SPRINGS, HUMAN RESOURCES DEPT., 201 WESTWARD DRIVE, MIAMI SPRINGS, FL 33166.** NO FAX will be accepted. All application records are public record. POSITION OPEN UNTIL FILLED.

**ORAL INTERVIEW DATE TO BE ANNOUNCED**

**ALCOHOL/DRUG-FREE WORKPLACE**

Persons who need accommodation in order to apply for a City position should contact the Human Resources Department to make such request.

**AN EQUAL OPPORTUNITY EMPLOYER MALE/FEMALE/DISABLED**